

## Subpart A - Procedures

### PART 511 - Design

#### SUBPART A - PROCEDURES

AL511.03(c)

##### AL511.03(a) Operating Procedures.

Resource engineers will prepare designs for jobs falling within their approval authority and field designs for jobs exceeding their approval authority when such designs are to be checked and approved by another engineer having approval authority. When necessary, design support, final drafting, reproduction of drawings, and checking of designs will be done by the state office engineering design section (EDS).

The state design engineer (SDE) will be responsible for preparing final designs for jobs exceeding the field resource engineer's approval authority and for other jobs as needed to manage the workload.

As needed, the SDE will request a predesign conference with the field resource engineer responsible for the project and possibly the state conservation engineer (SCE) depending upon the complexity of the site.

When a design prepared by the EDS is ready for review, the EDS will prepare for distribution by the SCE copies of the design folder and drawings to be sent to:

- a. Contracting Officer (CO) - 1 design folder  
1 copy of drawings
- b. Assistant State Conservationist - Field Operations (ASTC-FO) -  
- 2 design folders  
- 2 copies of drawings [Responsible Resource Engineer (RE) is to receive a design folder and one copy of drawings for review.]
- c. TVA, Forest Service, or others as needed for concurrence or review.

CO, ASTC-FO, and others will return one copy of the drawings and design folder with their comments to the SCE. (RE will retain one copy of the drawings and design folder for future reference until final drawings are distributed.)

SDE will review the CO's, ASTC-FO's, and other comments, consult with the SCE, and develop the final design and drawings.

Significant comments or recommendations made by the CO, ASTC-FO, or others not incorporated in the final drawings, will be explained in a letter drafted by the EDS and signed by the SCE.

After designs are finalized, the EDS will obtain the approval signature of the SCE.

When a design prepared by the RE is ready for review, the RE will prepare for distribution by the SCE copies of the design folder and drawings to be sent to:

- a. CO - 1 design folder  
1 copy of drawings
- b. SDE - 2 design folders  
- 2 copies of drawings
- c. TVA, FS, or others as needed for concurrence or review.

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The SDE, CO, and others will return one copy of the drawings and design folder with their comments to the RE. The RE will review the comments and develop the final design and drawings. The RE will consult with those making comments to resolve questions concerning recommendations not incorporated into the final design. When the design is completed, the RE will affix his/her signature on the drawings as approving engineer.

When appropriate approvals are completed, the SCE will notify the CO that the drawings and specifications have been approved for contracting purposes and provide the CO the estimated cost and performance time. The SCE will notify the ASTC-FO of the personnel needs for proper installation of the project and ascertain their availability for all major projects. The EDS will transmit one copy of the final drawings and design folder to the RE.